



## **POSITION VACANCY**

### **JUDICIAL ASSISTANT**

Job Announcement 2007-03

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**SALARY RANGE:**           **\$52,912 TO \$68,787 Annually** (depending upon experience)

**CLOSING DATE:**       **UNTIL FILLED**

**LOCATION:**             Cheyenne, Wyoming

The United States District Court, District of Wyoming, is seeking a Judicial Assistant to Senior U.S. District Judge in Cheyenne Wyoming. Incumbent must be a team player who is dependable, detail oriented and able to work in a multitask environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively.

#### **Qualifications:**

- General experience in progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. The position requires administrative skills and a familiarity with legal terminology and forms. Applicants must have excellent communication, grammar, spelling, typing, and automation skills. Proficiency in WordPerfect, and Windows. Discretion and confidentiality are a must. Qualified applicants must have excellent communication and interpersonal skills. College degree, higher education courses and/or prior court/legal experience is preferred.
- Specialized experience in progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in judge's chambers, law, insurance or real estate offices).
- Two years of general experience and six years of specialized experience are required.

#### **Education:**

- Education in a college or university may be substituted for a maximum of one year of the general experience.
- A Bachelor's degree may be substituted for two years of general experience.
- It is preferred that such education or degree would consist of legal, paralegal, government, public or business administration.

#### **Information:**

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.
- This position is subject to mandatory participation for payment of net salary, i.e., Direct Deposit. Employees of the United States District Court are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

**Responsibilities:**

- Providing administrative and clerical support to the U.S. District Judge
- Weekly calendar preparation and management
- Editing, correcting and conforming orders and other documents prepared in and submitted to Chambers
- Assisting attorneys in obtaining hearing dates
- Assisting Clerk's Office regarding trials, orders and other matters
- Monitoring pending adversary proceedings to ensure proper case flow
- Preparing correspondence and pleadings
- Preparing orders after court hearings
- Maintaining confidential records
- Acting as liaison on the Judge's behalf to and from the legal community
- Answering and screening telephone calls to Judge's Chambers
- Coordinating travel arrangements for the Judge and law clerks
- Making reservations for workshops and seminars
- Preparing travel expense reports for the Judge and law clerks
- Other duties as assigned

**Benefits:**

- 10 paid holidays annually
- Paid annual and sick leave
- Federal health, life, long-term care, disability, flexible spending program available
- Retirement benefits
- Thrift Savings Plan - including investment options and matching benefits
- Credit for prior federal government service

**How to apply:**

Please submit resume and cover letter in sealed envelope marked  
**CONFIDENTIAL** to:

United States District Court  
Attention: Chief Deputy  
2120 Capitol Avenue, Room 2141  
Cheyenne, Wyoming 82001  
(307) 433-2120 or  
FAX at (307) 433-2152

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview with reference request. All other applications will be kept on file with the Clerk for a period of one year.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER